

Bronson Health Foundation

Major Gift Officer Job Description

GENERAL SUMMARY

The Major Gift Officer reports directly to the Senior Gift Officer, and works closely with the VP of Development, Bronson Healthcare Group and Executive Director, Bronson Health Foundation to develop and implement strategies for individual lead and major gift donor relationship management (identification, cultivation, solicitation, and stewardship) to meet short and long-term goals of the system. The primary objective of the Major Gift Officer is to develop long-term relationships built on a firm understanding of donors' interests, passions and values. The Major Gift Officer will maintain a portfolio of donors capable of five and six-figure gifts and will be responsible for achieving key metrics (e.g. number of contacts, in-person meetings, and gifts secured).

INCLUSION STATEMENT

Bronson employees are working to create an environment for our patients free of prejudice, bias, and stereotypes. Providing culturally competent customer service and care requires respect and training. At Bronson Health Foundation, we are educating ourselves about the many ways we can address and dismantle existing inequities. We value, encourage, and welcome a culture of inclusion where we all work to build a better future, together.

QUALIFICATIONS AND EDUCATION

- Strong interpersonal and human relations skills are required for this position
- Interpersonal skills to effectively interact with all levels of Bronson personnel and members of the community; has frequent contact with donors including corporate donors
- Bachelor's Degree and 4 or more years of nonprofit fundraising experience required
- Major gift experience is preferred.
- Demonstrated success in soliciting 5 and 6-figure philanthropic gifts or similar business activity
- Ability to communicate in a logical, influential and persuasive manner in order to create confidence and trust in donors
- Demonstrated ability to meet financial goals
- Experience with relationship management systems
- Demonstrated ability to think strategically and creatively
- Ability to multi-task, meet deadlines, and work with minimal supervision
- Strong writing, oral and presentation communication skills
- Attention to detail and strong project management skills
- Ability to work as part of a team
- Professional attitude and appearance
- Ability to adapt and respond to various situations
- Must demonstrate the ability to respond with urgency to the needs and request of others, internally and externally and ensure a high degree of responsiveness to all donors without regard to their giving level
- Must also understand the impact of their work on others
- Ability to maintain constructive relationships and to demonstrate respect for everyone contacted
- Intermediate to advanced Microsoft Office Suite computer skills

RELATIONSHIP MANAGEMENT AND SOLICITATION (65%)

- Develop, integrate and implement short, intermediate and long-term individual major gifts and private foundation major gift donor strategies in collaboration with the Sr Gift Officer
- Create strategic funding requests based on short, intermediate, and long-term funding goals of the organization for high-net-worth individuals
- Act as primary relationship manager for individual and private foundation prospects of \$10,000 or more/year to reach or exceed annual funding goals
- Play lead role in soliciting and closing major gifts (\$10K-\$99K)
- Manage relationship process for individual major gift donors including prospect solicitation and briefings
- Cultivate and expand current giving by planned gift donors and integrate planned gift objectives into major individual donor requests in collaboration with Senior Gift Officer, and other Foundation leadership as necessary

CULTIVATION AND STEWARDSHIP (25%)

- Plan and implement funding campaigns, events and activities (volunteer experiences, tours, receptions, etc.) for individual major gift donors using existing activities as appropriate
- Execute major gift materials, including briefing memos, proposals and stewardship materials
- Manage and coordinate volunteer donor groups to cultivate and request new gifts

MONITORING AND REPORTING (10%)

- Track and report relationship management activity using constituent relationship management system including identification, qualification, cultivation, solicitation and stewardship of prospective and current individual major donors
- Report weekly, monthly, quarterly and annual activity to supervisor and VP of Development as part of responsibility to achieve major gift revenue goals
- Assist with review and verification of major gift donor recognition lists
- Participate in regular Foundation staff and organization-wide meetings

ABOUT BRONSON HEALTH FOUNDATION

Bronson Health Foundation is the fundraising arm of the Bronson Healthcare system. We build relationships with community members and funders that advance philanthropic investments in Bronson Healthcare's work. To learn more about Bronson Health Foundation, please visit at bronsonfoundation.com.

To apply, please visit bronsonhealth.com/careers.

Direct link: https://bronsonhg.wd1.myworkdayjobs.com/en-US/newhires/job/Bronson-Healthcare-Group/Major-Gifts-Officer_JOB22773

You can direct questions to Heather Oestrike, Senior Gift Officer at oestrikh@bronsonhg.org.